



Concept Paper # 223

Presented to the Department of Administrative Services (DAS)

Date Prepared: 9/27/2012

Name of document to be reviewed:

DNR RFI for Packaged Software Nursery Inventory Management System

Document for review and approval:

- ☐ Request for Proposal (RFP)
- ☐ Request for Service (RFS)
- ☐ Request for Quote (RFQ)
- ☐ Invitation to Qualify

- ☐ Sole Source Procurement
- ☐ Statement of Work
- ☐ Staff Augmentation
- ☐ Master Agreement Purchase

NOTE: Sole source procurements will also need authorization from DAS Procurement for this type of purchase. Please also contact DAS Procurement at this location:

<http://das.gse.iowa.gov/procurement/solesource%202010.pdf>

Document for review only:

☐ Master Agreement

☒ Request for Information (RFI)

Agency: Department of Natural Resources

RFP Reference #:

Release Date: October 19, 2012

This project is requesting IOWAccess funds: Yes ☐ No ☐

NOTE: IOWAccess concept papers are to be sent to Wes Hunsberger (Wes.Hunsberger@iowa.gov) for an internal DAS review.

Projected cost over \$50,000? Yes ☐ No ☒ Unknown, until we receive RFI responses but we hope the cost will be less than 50,000

Projected agency staff hours over 750? Yes ☐ No ☒



Project Cost, Funds and Funding Source:

Please list the internal and external resources/costs for the purchase:

Internal Resources/Costs:

External Resources/Costs

Timelines:

Timeline	Activity
October 19, 2012	Post RFI Targeted Small Businesses
October 23, 2012	Release RFI to general public and post to DNR website
November 6, 2012	Responses Due
November 12, 2012	Vendor demonstrations
November 20, 2012	Concept Paper for RFP

Goal: To determine the potential cost and features associated with packaged inventory management software for Nurseries. DNR hopes to learn if there is either a web based or client server based inventory and order management system that could accept a daily load from the existing web based seedling order application. DNR prefers to retain the use and functionality of the existing seedling order application but will review all options including potential software as a service solutions.

Background:

The purpose of the DNR's State Forest Nursery is to provide low cost native plant materials to landowners for timber production, wildlife habitat, erosion control and aesthetics. By providing a consistent supply of quality nursery stock to support forestry, wildlife and conservation programs, planters of state nursery stock are assured trees and shrubs that are hardy for all types of conditions. By providing a reliable source of suitable planting stock in large quantities, the State Forest Nursery makes it possible to plant millions of trees and shrubs each year.

The State Forest Nursery at Ames sells 3 to 5 million plants per year and has about 12,000,000 seedlings growing at any specific time. The State Forest Nursery is self supporting. The revenue from the sale of plant materials covers the cost of operations. In 2010 the DNR bid for the development of a web based order entry and payment system which went into production in August of 2011. The .Net based application uses A&A for login and the State's e-payment arrangement with U.S. to process credit card payments. While the order entry process has been greatly improved the inventory management and shipping processes are extremely time consuming and remain largely manual. DNR desires to investigate packaged based solutions which could accept a daily file of orders to allow for the improvement of inventory management, order management and shipping.

Expected Results:



What are the tangible and intangible benefits of this purchase for this agency and/or state government?

While the online ordering system simplified the order, payment and finance reconciliation process the manual tracking of orders is time consuming and frustrating. DNR accumulates overtime or comp time costs associated with the additional workload to track inventory and ship the product because orders are loaded into an Excel spreadsheet with the product information and requested shipment date. Manual errors in the spreadsheet process may cause staff to need to go lift, grade and package seedlings to fulfill orders that were not accurately tracked in this manual process.

Can these benefits be quantified in financial terms?

While it is difficult to quantify the anticipated savings in financial terms the DNR estimates the costs associated with purchasing additional nursery stock or providing more expensive stock as a substitution for unavailable product represents a cost or lost revenue opportunity of approximately \$10,000 per year.

How will you be more effective as a result of this purchase?

Staff will be better able track available inventory and flag product on the web ordering site as unavailable.

How will service to your customers be enhanced as a result of this purchase?

Customers will have a greater confidence they will be able to receive the product they order.

Testing and Acceptance: DNR will require a security scan of any web based software solution.

Some of the Interested Parties: DNR staff, general public.

Some of the Recipients of this Service: Citizens of Iowa (law requires seedlings to be planted in Iowa).

Standards:

Any packaged software would be required to use Microsoft SQL Server 2005 or 2008

Architecture: Microsoft.

Business Continuity / Disaster Recovery:

DNR Microsoft applications are hosted at ITE and are supported by their business continuity/ disaster recovery process for fire suppression, climate/humidity control, battery backup and daily backups of the server. Application documentation is maintained in the ITE hosted GForge system. DNR is also in the process of implementing the LDPRS system to track system configurations and dependencies and recovery plans for all DNR applications.



Recommendations from the State CIO:

NOTE: Where applicable, all DAS GSE Procurement and IA Administrative Code 11-105 and 11-106 requirements and procedures are to be followed. Reference: <http://das.gse.iowa.gov/procurement/>, specifically: <http://das.gse.iowa.gov/procurement/adminrules/>.

Duplication recommendation from the State CIO to the DAS Director:

- a) Is there duplication within Government? *(Please identify duplication at the agency level, as well as within the enterprise)*
- b) Can an existing program be modified to address a new need?
- c) Do you have any similar program in existence?
- d) Have you sought IT procurements for similar programs in the past?
- e) Do you have purchasing documents for similar programs?
- f) Do you have similar purchasing documents that could be used as a starting point for this program?
- g) Is there anything you could provide that could assist the agency with this IT procurement?
- h) Are there alternatives available to the agencies?

Recommendation of the State CIO to the DAS Director:

Authorize this IT procurement Yes X No ____

Alternatives suggested by the State CIO
(see comments below) Yes ____ No X

Additional comments from the State CIO:

As this is an RFI, it does need DAS Director approval.

The above IT procurement concept approved by State CIO Bob von Wolffradt on 10/19/12

(The following section is not required for RFI's)

DAS Director's action:

Authorize this IT procurement Yes ____ No ____

DAS Director's signature and date:
